

**KENTUCKY RETIREMENT SYSTEMS
CLASS SPECIFICATION**

CLASS TITLE: CONTROLLER	
DATE CLASS ESTABLISHED: 12/01/2002	DATE OF LAST REVISION: 05/15/2008
SELECTION METHOD: NON-STATUS, NON-COMPETITIVE	SALARY: (MIN-MID) \$6,368 - \$7,959 GRADE: V

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Must have BS/BA in accounting, finance, or business administration and CPA certification. Master's degree in accounting, finance, or public administration desired.

EXPERIENCE: Should have 5-10 years experience in all aspects of accounting. Able to produce evidence of proven knowledge and/or experience in accounting procedures, Governmental Accounting Standards Board (GASB) requirements. Superior analytical skills; excellent verbal/written communication and PC skills is preferred.

SUBSTITUTION FOR MINIMUM REQUIREMENTS

EDUCATION: none

EXPERIENCE: None

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)
CPA certification

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Provides overall general direction for all branches within accounting division with the major and highly technical program responsibility of accounts; serves as primary designated finance program advisor to Chief Operations Officer; and performs other duties as required.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Develops and implements policy/procedures regarding enforcement of state and/or federal laws, rules and regulations. Provides general guidance through subordinates, confers with and provides technical assistance, advice and interpretation of rules and regulations, policies and procedures to executive director, member agency officials, chief officers, other division directors, attorneys, members and beneficiaries regarding accounting procedures, plans, development, implementation, evaluation and furnishes written opinions or assigns, under direct supervision, such requests to staff members. Determines effectiveness and appropriateness of existing policies/procedures, laws and regulations. Responsible for budget management functions of the division/agency which includes budgeting activities, accounting requirements, compliance with state and federal financial requirements and maintenance of accounting records through auditing. Represents the division or agency on task forces, committees, councils or meetings as assigned. Plans, develops, initiates and evaluates research projects such as accounting and auditing procedures, evaluations, etc. Ensures efficient operations of accounting program. Uses PC and various other pieces of office equipment.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS; HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in an office setting.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.